

COTTONWOOD HEIGHTS

PLANNING COMMISSION STAFF REPORT

NOVEMBER 14, 2007



COTTONWOOD HEIGHTS PLANNING COMMISSION AGENDA Special Session

Notice is hereby given that the Cottonwood Heights Planning Commission will hold a scheduled meeting at 7:00 p.m. on Wednesday, November 14, 2007 in the Cottonwood Heights City Council Room, 1265 East Fort Union Blvd., Suite 250, Cottonwood Heights, Utah

5:45 p.m.

Work Session

7:00 p.m.

Regular Meeting

1. Public Comment

This agenda item is for public comments on items not on the regular agenda and for informational purposes only. No formal action will be taken during this portion of the meeting.

2. Continued Action Item - Conditional Use - Wasatch Office

This is a continued item from the October 17, 2007 Planning Commission meetings. The Planning Commission will continue discussion and take action on a request by Utah Property Development for a conditional use permit for property located at 7755 S. Wasatch Blvd. The applicant is proposing to build three professional office buildings totaling 42,000 square feet.

3. Action Item - Short Term Rental Ordinance - 19.89

The Planning Commission will review and make a recommendation to City Council on amendments to Title 19.89, Short Term Rentals.

4. Discussion Item - R-2-8 Ordinance Amendment - 19.31

Staff will present the Planning Commission with proposed amendments to Title 19.31, R-2-8 zone regarding building setbacks.

Planning Director's Report

6. Adjournment

On Friday, November 09, 2007 at 2:00 p.m. a copy of the foregoing notice was posted in conspicuous view in the front foyer of the Cottonwood Heights City Offices, Cottonwood Heights, Utah. A copy of this notice was faxed to the Salt Lake Tribune and Deseret News, newspapers of general circulation in the City by the Office of the City Recorder. A copy was also faxed or e-mailed to the Salt Lake County Council, Holladay City, Midvale City, Murray City, and Sandy City pursuant to Section 10-9-103.5 of the Utah Code. The agenda was also posted on the city website at www.cottonwoodheights.utah.gov

Sherry McConkey, Planning Coordinator



Item 1 – Public Comment	
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Item 2: Continued Item: Wasatch Office Development

Staff is recommending that, due to new information regarding the completeness of the geological reports for this development, the item be continued until the first meeting in December (12/05/2007). I will provide further information at the meeting as to what needs to be accomplished on the geology report before it would be appropriate to make a decision on the matter.

It is also important to note that although two items in the geology report will need to be addressed in greater detail by the developer's consultant, the results of the findings likely will not preclude the development of the property in some manner but may alter to some extent the buildable areas for buildings one and three.

I am available to answer any questions at the meeting, or prior to the meeting, for any interested party.

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E-mail



Item 3: Action Item: Proposed Amendments to Title 19.89, Short Term Rentals

The attached document is the final redraft containing all of the changes suggested by the Planning Commission. Staff is recommending approval of the amended ordinance.

One item of note in the amended ordinance is the proposed "cap" on permitted short-term rentals. Staff is recommending, as contained in the proposed amended ordinance, that short-term rental permits be limited to 102 which is the City's current commitment according to existing conditional use approvals or other previous City approved actions which entitle property owners to short-term rental business licenses.

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19.89.010 Findings; Purpose.

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The city council finds that while short-term rental properties may provide additional lodging opportunities for visitors to the city, such use is, essentially, a commercial use that poses significant threats to the appearance, tranquility and standard of living in the surrounding residential neighborhoods and, therefore, merits careful regulation and enforcement. The purpose of this chapter is to regulate short-term rentals in the city's residential zoning districts in order to safeguard the peace, safety and general welfare of existing—neighborhoods by reducing or eliminating detrimental effects caused by noise, vandalism, overcrowding, congestion, traffic, parking and other adverse effects caused by of-transient populations in residential neighborhoods as a result of the operation of short-term rental properties.

19.89.020 Definitions.

- A. "Bedroom" means a room designated and used primarily for sleeping and rest on a bed. Every bedroom shall have at least one operable emergency escape and rescue opening that complies with all applicable requirements and standards set forth in the city's building code.
- B. "Issuing authority" means the person or body authorized by this code to approve the issuance of a short-term rental permit.
- C. "Short-term rental" means the rental, letting of rooms or sub-leasing/renting of any structure, dwelling or portion thereof for occupancy, dwelling, lodging or sleeping purposes for at least three (3)-but not more than 30 consecutive days in duration.

D. "Short-term rental operator" or "operator" means the owner or a responsible party designated by the owner of a short-term rental property to act for and in behalf of the owner in managing the property. If the operator is not the owner, the actions, and written undertakings and certifications of the operator shall be binding on the owner. To assure prompt response to complaints and issues concerning a short-term rental property, the operator must:

(1) maintain a call center or other complaint "hotline" that is staffed by a live person (i.e.—mere voicemail or an answering machine is non-compliant with this requirement) and fully responsive

24 hours per day, 365 days per year; and

(2) be able to cause a responsible party with decision-making al-authority to be on-site at the short-term rental property within one two-hours after the telephonic lodging of a complaint reasonably requiring the operator's on-site presence, including, without limitation, complaints from neighbors and the city concerning the behavior of occupants renters or guests of the shortterm rental property.

E. "Short-term rental property" means real property licensed under this chapter for use for short-

15 term rental purposes.

19.89.030 Permit required.

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All short-term rental properties shall obtain a short-term rental permit from the city prior to operation. A short-term rental permit is a conditional use permit that is in addition to, and not in substitution for, a business license for each short-term rental property required by title 5 of this code. A short-term rental permit previously granted as provided in this chapter, and which has not been previously terminated, may be renewed annually. Failure to annually renew a short-term rental permit is, of itself, grounds for revocation of such conditional use by the planning commission as provided in section 19.84.140 of this code.

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19.89.040 Minimum duration.

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Renting, letting of rooms or sub-leasing/renting of any structure or dwelling or portion thereof for occupancy, dwelling, lodging or sleeping purposes for less than three (3)-consecutive calendar days in duration is prohibited in allny of the city's residential zoning districtses.

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19.89.050 Where permitted.

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A. Short-term rental permits, and renewals thereof, may be approved by the city's director of community development ("director") or his designee as permitted uses in the city's RM (Residential Multi-family), MU (Mixed Use), NC (Neighborhood Commercial), (Residential Office) zoning districts, if the proposed short-term rental property in such a zoning districte is part of a planned unit development ("PUD") or condominium project, and provided further that such PUD or condominium project contains at least eight (8) units fronting on a private street.

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B. Properties in a PUD or condominium project that areis located in the city's R-2-8 zone and which contains at least eight (8) units fronting on a private street may be approved as a conditional use by the planning commission. Renewals of such permits may be approved by the director or his designee.

46 C. Short-term rentals in the city's R-1 (single-family), R-2 (medium density) (except as set forth 47 in subsection B above), RR (rural residential) and F zones (foothill residential) zoning districts 48 are prohibited; provided, however, that renewal of a short-term rental permit existing (under Utah 49 Code Ann. section 10-9a-511 or its successor) as a legal non-conforming use in one of those 50 zoning districts may be approved by the director or his designee. 51

Michael Black-1 November 2007 Draft-003

October 3, 2007

19.89.060 Exceptions.

Rentals of more than 30 consecutive days in duration in any of the city's residential zoning districts are not required to obtain a short-term rental permit.

19.89.070 Permit application and renewal; Approval standards.

Application for, and issuance of, a short-term rental permit shall proceed as follows:

A. The applicant shall submit an application for a short-term rental permit, or annual renewal thereof, to the city on a city-approved form-each year, paying all applicable fees and complying with all required inspections. Issued permits shall expire one year from date of issuance, unless sooner revoked. The city shall provide to the operator a written renewal notice for each currently-issued short-term rental permit. -Failure to renew a short-term rental permit within two weeks after the deadline specified in such renewal notice shall, of itself, constitute grounds for revocation of such conditional use as provided in section 19.84.140 of this code. The applicant may be the operator of the proposed short-term rental property or the operator's agent. Both the operator and the applicant (if different from the operator) shall be responsible for compliance with all provisions of this chapter and all other applicable ordinances regulating or applicable to short-term rentals such rental, including, without limitation, the obligation to maintain in effect a business license under title 5 of this code for the short-term rental property.

B. An initial or renewal application for a short-term rental permit shall include a declaration of compliance with all legal requirements all other applicable laws, which shall be signed and sworn to by the operator under penalty of perjury. Material misstatements in such declaration by the operator, or elsewhere in the application, shall, of itself, constitute grounds for rejection of the application or immediate revocation of any resulting conditional use (issued in error based on such improper application) as provided in section 19.84.140 of this code.

<u>CB</u>. The application shall be granted unless the issuing authority makes one or more of the

following findings:

1. The proposed use is not a permitted use or a conditional use under this chapter;

- 2. The permit should not be granted due to (a) uncured violations of this chapter or of any other applicable law, ordinance, rule or regulation, (b) the operator's failure to properly respond to prior complaints or violations concerning operation of the short-term rental property as required by this chapter, or (c) any other reason for which the short-term rental permit application legally could have been denied; or,
- 3. The city is unable to impose reasonable conditions to mitigate the reasonably anticipated detrimental effects of the proposed use on the surrounding residential properties and neighborhood.

19.89.080 Standards for operation.

In recognition that short-term rental uses are commercial in nature, and pose significant threats to the appearance, tranquility and standard of living in the surrounding residential neighborhoods, the following special operational standards are mandatory for all short-term rental properties:

A. Each -short-term rental operator shall ensure that the occupants and guests of its short-term rental property do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this code or any other applicable <u>federal</u>, <u>state</u>, county, <u>city</u>, <u>state</u>-or other law, rule or regulation (<u>collectively</u>, "<u>applicable laws</u>") pertaining to noise, disorderly conduct, overcrowding, consumption of alcohol, use of illegal drugs, or otherwise.

Michael Black 1 November 2007 Draft-003

October 3, 2007

- B. Promptly upon notification that the occupants or guests of a short-term rental property have violated subsection 19.89.080(A1) above, the operator shall use its best, most diligent best efforts to prevent a recurrence of such conduct by those occupants or guests and all future occupants and guests. Such response by the operatorSuch response to the notification shall occur within onetwo (2) hours after receipt. Failure to timely or properly respond to complaints regarding such violations shall constitute grounds for permit revocation of the short-term rental permit and imposition of penalties under subsection 19.89.190.
- C. Each operator shall ensure that the operation of its short-term rental property complies with all other requirements of this code and all other applicable laws.

10 ny other county, state or other law, rule or regulation.

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- D. The planning commission and/or the director shall be authorized to prospectively impose additional reasonable conditions, applicable to all short-term rental properties in the city, as necessary to achieve the intent and objectives of this chapter. The city shall endeavor to notify all short-term rental operators of any change in the standards applicable to short-term rentals and short-term rental properties.
- E. A short-term rental property shall not contain more than four (4) bedrooms. Any excess 16 bedrooms in a proposed short-term rental property must be converted to, and continuously used 17 for, non-bedroom purposes for so long as such property is used for short-term rental purposes. 18
- 19 F. Beds and other sleeping apparatus or accommodations (such as futons, convertible sofas, hidea-beds, fold-out beds, etc.) shall not be provided outside the permissible bedrooms. 20
- G. Short-term rental properties Structures and all related or accessory structures or improvements 21 shall be properly maintained, painted and kept in good repair, and grounds and landscaped areas 22 shall be properly maintained and watered in order that the use in no way detracts from the general 23 24 appearance of the surrounding neighborhood.
- H. Snow shall be removed from sidewalks and driveways within two hours one hour after the 25 snow has ceased falling, provided that in case of a storm occurring between the hours of 5:00 26 p.m. and 76:00 a.m., the sidewalk shall be cleaned before 108:00 a.m. the morning following the 27 28 storm.
- I. A short-term rental property shall not have any signs visible from the exterior of the premises 29 that advertise the use, other than as required by this chapter. 30
- J. The use of a property for short-term rental purposes shall not change the exterior appearance of 31 the property so that it appears dissimilar from properties in the surrounding neighborhood. 32
- K. Outdoor pools, hot tubs, saunas or spas shall not be used between the hours of 10:00 p.m. and 33 34 8:00 a.m.
 - L. The operator of a short-term rental property must be continuously licensed to operate such a business under title 5 of this code. The operator of a licensed short term rental property shall have a grace period of two weeks from the time the business license expires to complete and submit a renewal application. If the operator of a short-term rental property cannot submit a renewal application within a timely manner as described above, the short-term rental permit shall expire.
 - M. An application for a short-term rental permit shall be accompanied by a declaration of compliance with all pertinent legal requirements signed by the operator. If the city determines that a legal violation exists, or that any violation remains uncured, the application shall be returned to the applicant without being processed.

19.89.090 Display of permit.

Each operator shall affix and maintain a copy of its short-term rental permit on the inside of the main entry door of the short-term rental property to which it applies.

19.89.100 Exterior display of contact information.

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A. Short-term rental operators shall <u>prominently prominently</u> display <u>in a city-approved location</u> on the exterior of the short-term rental property, <u>in that is visible to plain view of the general public and/or the common areas of the surrounding neighborhood, the name and 24-hour per day, <u>seven days per week, 365-days per year telephone number for the short-term rental operator <u>who will to-take and resolve complaints and resolve legitimate complaints regarding operation of the short-term rental property and its occupants and guests. <u>Such The-display of information also shall include a telephone number to report violations of this chapter to a city code compliance officer 24 hours per day, <u>seven days per week.</u> 365 days per year. The city will prescribe the form of said display of contact information. Applicants also shall provide such information to all property owners <u>residing within 300 feet of abutting</u> the short-term rental property.</u></u></u></u>

B. Operators shall respond (in person, if appropriate) to telephonic complaints within one two (2) hours after such complaint is made. Inappropriate and/or non-response to such complaints shall constitute a violation of this chapter, and shall be grounds for imposition of the penalties specified in section 19.89.190 below.

19.89.110 Business license; Room tax.

 The operator must continuously maintain in force and effect a city business license for the short-term rental property as required in Title 5 of this code, and timely shall pay all taxes and fees relating to such business, including, without limitation, the city's transient room tax.

19.89.120 Occupancy limits.

Occupancy in any short-term rental <u>property</u> shall not exceed the <u>lesser</u> of (a) up to two adults (<u>persons aged 18 and above</u>) and two related children (<u>persons under age 18</u>) per bedroom, or (b) total occupancy (adults and children) of no more than 12 persons in the entire short-term rental <u>property</u>. A short-term rental property may not be artificially divided or partitioned for the purpose of increasing the available occupancy of an otherwise standard dwelling unit such as a house, a condominium unit, or an apartment.

19.89.130 Parking.

Occupants or guests of any short-term rental property shall not park more vehicles at the short-term rental property than can be legally parked in the garage or ,—carport or on the driveway. Parking of occupant or guest vehicles on the public right-of-way adjoining the short-term rental property, or on areas of the property designated as (or originally—intended for, based on the landscaping of the surrounding neighborhood) yard or lawn, is prohibited. Required parking areas shall be properly maintained and be available for use at all times.

19.89.140 Maintenance.

All short-term rental properties shall comply with chapter 9.05 of this code, entitled "Nuisances and Abatement."

19.89.150 Excessive noise.

Occupants and guests of a short-term rental property shall not create excessive noise or other disturbances that <u>areis</u> incompatible with adjacent land uses.

19.89.160 Inspections.

The city shall have the right to inspect athe short-term rental property for compliance with the requirements of this codehapter. Such an inspection shall occur after application and before issuance of the short-term rental any-permit or any renewal thereof. An additional inspection may occur during the term of an issued permit upon at least 24 hours' prior written notice to the operator.

19.89.170 Limitation on short-term rental permits.

19.89.180 Fees.

The operator of a short-term rental property shall pay a yearly business license fee <u>for the short-term rental property</u> under Title 5 of this code. <u>An applicant for a sShort-term rental permit also</u> s shall <u>also</u> pay (a) a one-time application fee of \$35250.00 for permitted uses or, for conditional uses, the applicable conditional use permit fee; and (b) an annual permit renewal fee of \$3250.00.

19.89.190 Violations and penalties.

A. Failure to comply with this chapter shall constitute a violation of this code for which penalties may be imposed by the city.

B. Operation of a property in the city for short-term rental purposes without a permit shall be a violation of this code and shall be punishable as provided in section 1.08.020 of this code, with each day of unlicensed operation constituting a separate offense. Penalties for violations shall be issued in writing by the <u>city</u> issuing officer upon documented verification of a violation by the <u>city</u>'s code enforcement or law enforcement officer(s).

C. For noncompliance of licensed short-term rental properties, the issuing officer shall notify the operator applicant in writing of the violation and the penalty to be imposed for such violation, specified as follows:

 1. For the first violation within any twelve (12) month period, the penalty shall be two hundred and fifty dollars (\$250);
2. For a second violation within any twelve (12) month period, the penalty shall be an additional

five hundred dollars (\$500); and,

3. For a third violation within any twelve (12) month period, the penalty shall be an additional

 one thousand dollars (\$1,000) and automatic revocation of the short term rental permit and the business license for the subject property; provided, however, that the operator may not re-apply for any available short-term rental permit or business license for such property for for two (2) years from the date of such revocation.

19.89.200 Appeals.

Appeals under this chapter shall be made in accordance with chapter 19.92 of this code.



Item 4: Proposed Amendments to Title 19.31 the R-2-8 Zone

Staff is only proposing changes to the setbacks for corner lots and the side and rear setbacks for accessory structures. This is a discussion item; I will be working to schedule a public hearing for this ordinance amendment on December 5, 2007.

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Chapter 19.31 R-2-8 -- RESIDENTIAL MULTIFAMILY ZONE

Sections:

19.31.010 Purpose.

19.31.020 Permitted uses.

19.31.030 Conditional uses.

19.31.040 Minimum lot size.

19.31.050 Minimum lot width.

19.31.060 Setbacks/yard requirements.

19.31.070 Maximum height of structures.

19.31.080 Maximum lot coverage.

19.31.090 Open space requirement.

19.31.010 Purpose.

The purpose of the R-2-8 zone is to allow for the establishment of single-family and two-family residential developments organized in medium-density neighborhoods characteristic of traditional suburban residential developments.

19.31.020 Permitted uses.

Permitted uses in the R-2-8 zone are as follows:

- 1. Single-family detached dwellings;
- 2. Accessory buildings customary to single-family housing;
- 3. Home occupations; and
- 4. Two-family detached dwellings.

19.31.030 Conditional uses.

Conditional uses in the R-2-8 zone are as follows:

- 1. Cemetery;
- 2. Bed and breakfast;
- 3. Churches;
- 4. Day care/pre-school, as allowed by the applicable accessory regulations in chapter 19.76, "Supplementary and Qualifying Regulations";
- 5. Dwelling group, provided that;
- (a) The parcel of ground on which the dwelling group is to be erected shall have an area equal to the aggregate of the minimum lot areas otherwise required in the zone for the number of individual dwelling structures in the group.
- (b) The distance between principal buildings shall be equal to the total side yards required in the zone. The distance between principal buildings and the nearest perimeter lot line shall be at least 15 feet. The distance between any building and a public street shall be at

least the front yard required in the zoning district, except on corner lots the side yard which faces on a public street shall be at least 20 feet.

- (c) Access shall be provided by a private street or right-of-way from a public street; such private street or right-of-way shall be at least 20 feet wide for one or two rear dwelling units and at least 30 feet wide for three or more dwelling units.
- (d) A minimum of two parking spaces shall be provided for each dwelling unit. Parking spaces and vehicular maneuvering areas shall meet city standards.
- (e) Every dwelling structure in the dwelling group shall be within 60 feet of an access roadway or drive.
- (f) The development plan shall provide a buffer landscaped area along all property lines and decorative landscaping adjacent to the buildings in appropriate locations. Solid visual fences shall be provided along all interior property lines unless the planning commission approves otherwise.
- 6. Golf course;
- 7. Planned unit development;
- 8. Private parks and recreational grounds;
- 9. Public and quasi-public use;
- 10. Radio and/or television tower;
- 11. Temporary structures, as allowed by the applicable accessory regulations in chapter 19.76, "Supplementary and Qualifying Regulations";
- 12. Water pumping plant and reservoir;
- 13. Wireless telecommunication towers; and
- 14. Utility stations and lines, as allowed by the applicable accessory regulations in chapter 19.76, "Supplementary and Qualifying Regulations."

19.31.40 Minimum lot size.

The minimum lot size in the R-2-8 zone is 8,000 square feet.

19.31.050 Minimum lot width.

The minimum lot width in the R-2-8 zone is 65 feet measured at the front setback.

19.31.060 Setbacks/yard requirements.

Setbacks/yard requirements are intended to provide a description of the required space between buildings and property lines. All buildings intended for human inhabitants shall maintain a minimum distance from property lines as follows:

Front: 20 feet.

Sides: On interior lots, a total of at least

15 feet between the two side yards, with no side yard of less than five feet. On corner lots, at least 15-20 feet per side yard.

Rear: 20 feet.

Accessory buildings in the R-2-8 zone shall maintain a minimum distance from property lines as follows:

Front: Accessory buildings, excluding garages, shall maintain a setback of at least six feet from the main building in the rear yard for the particular property.

Sides: Five Three feet, excluding garages, on interior lots; 20 feet on corner lots.

Rear: Five Three feet, excluding garages, on interior lots; 20 feet on corner lots.

Attached garages shall conform to the rear year requirements of main buildings.

Detached garages shall conform to the rear yard requirements of accessory buildings, provided that the garage is in the rear yard and at least six feet away from the main building. Garages: The minimum side yard for a private garage shall be eight feet, except that private garages and other accessory buildings located in the rear yard and at least six feet away from the main building shall maintain a minimum side yard of not less than five feet.

19.31.070 Maximum height of structures.

- 1. For uses where the slope of the original ground surface is greater than 15%, or if the property is located in a sensitive lands overlay zone, the maximum structure heights shall be 30 feet.
- 2. All other properties shall maintain a maximum structure height of 35 feet.
- 3. Accessory Buildings. No accessory structure shall exceed 20 feet in height. For each foot of height over 14 feet, accessory structures shall be set back from property lines an additional foot from the minimum setback to allow a maximum height of 20 feet.

19.31.080 Maximum lot coverage.

The maximum lot coverage in the R-2-8 zone is 50%, including all structures.

19.31.090 Open space requirement.

The minimum open space requirement for developments over five acres in the R-2-8 zone is 10% for standard subdivisions. For PUD's, the minimum open space shall be determined by the planning commission, but shall not be less than 15%.



Item 5 Planning Director's Report

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